DIRECTORS' CONSORTIUM

Utah State Office of Education South Board Room 250 East 500 South Salt Lake City, Utah 84111 December 5, 2007

Attendees: James Andersen, Dennis Crane, Kate Diggins, Dave Harlan, Wayne Mifflin, Brian Olmstead, Loma Prince, Marty Kelly, Jeff Galli, Shauna South, Sandra Grant, Murray Meszaros, Carolyn Johnson

Welcome and Focus:

Marty greeted everyone in attendance and thanked them for making a commitment to make our state better. She indicated an agenda had been prepared, but also encouraged the group to interject as it was everyone's meeting.

Targets—Shauna

Shauna began by stating OVAE told adult education to be more careful with competitive federal grants. She disseminated some documents involving AEFLA grant information for review, comparison, and discussion of Utah benchmarks. Shauna's main objectives were to illustrate the data OVAE looks for (level gains) and to show data that redflags programs for mentoring prior to the second year if they did not have outcomes.

Comment was made that CBO's have the idea they have to either meet or exceed Utah's benchmark. Shauna clarified that is not the case, it is to provide the motivation/incentive for programs and CBO's to set goals and try to reach them. Shauna emphasized that OVAE

looks at Utah's "actuals" and never lets them go lower than the year before and that we always must set a goal to increase our program's capacity.

Shauna explained that when Marty commenced with adult education, she faced a "data disaster" and requested to start with a different baseline since she was the new director. It was negotiated and in three years adult education had a new projection. Marty is hoping for a new baseline this year (2008). Marty is writing the annual narrative report that is sent to OVAE this month.

Shauna indicated the most recent URAED Report shows adult education is down about 3,000 students across the state in all areas. Targets were achieved in only two areas this year—Beginning ESL and Beginning ABE Literacy. The correctional facilities program was the only program to show growth. Marty indicated the only thing she could set her benchmarks on this year would be the URAED from last year 2006-2007, and that she won't be able to do anything with UTopia data until a year from now.

Marty indicated training sessions for programs to look at their targets set over the last couple of years and assist in determining how to enhance them will be a focus for directors' meetings.

Marty strongly urged directors to go to the regional meetings; to get a "seat at the table." DWS may not completely understand education and seems to be moving further away from the counselor/client relationship. Marty expressed her concern for adults receiving GED's or high school diplomas, improving their daily living, their self-worth,

increasing their literacy level, etc. She indicated, "It is adult education's mission to help people understand it all."

This agenda item concluded with Marty explaining her plans for the March Directors' meeting. It will involve discussion about the targets and measurable goals. She explained there will also be some old URAED data for review and discussion. Her ultimate goal is for programs to recognize the need for improvement in the following areas.

- Looking at targets for students.
- Mentoring clients to understand why they are in a program.
- Help clients understand how to better exist in society.
- Move progressively forward with UTopia data knowing it is going to look different than what the URAED data looks like now.

The March meeting may be focused on partners reviewing data of various (unidentified) programs (not their own programs at first). Programs will look at their own data in detail later. Marty also wants to work on a policy for career counseling.

A question was raised as to why all adult directors in the state have to worry about federal requirements when they don't receive AEFLA funds. Indications were made there should be a clear answer. Shauna responded if we as a state continue to accept the federal money, we have to report all adult education activities. Marty interjected that, "Program parameters for OVAE also become monitor guides for the state." Marty explained that

OVAE has put together a fairly decent target regime process of looking at what is good for adult learners.

UTopia Feedback and Transcripts—Marty and Toni

- There are CBO's that are not yet entering data into UTopia. It was emphasized they will be required to do so for purposes of the federal report. Marty explained there is a concern about the CBO's lack of accountability for federal dollars because they are reimbursed for expenses associated with the grant whereas school districts are paid on the basis that their data is entered into UTopia.
- by the CBO's as a means to obtain data only and the state adult education office was not interested in the efforts and mission of the programs. Wayne emphasized that evaluations were not to penalize but to help improve programs and serve the population. Marty interjected that this will be one of the first items of discussion at the directors' meeting in March in addition to expectations, targets, and where programs are now.
- Marty's concerns are that everyone should be receiving Webmaster responses
 professionally and tactfully. UTopia administrators should be working with their
 directors and forwarding their emails. Marty indicated she is aware of a couple of
 programs who are not entering transcripts into UTopia which can be critical. She has
 considered the possibility of using supplemental money to hire a "Transcript Pool"

that would go around the state to get districts caught up. Marty encouraged feedback from what the directors hear from the field.

• The group was reminded that all of the outcomes for this program year must be in by July 15th. James indicated there are some districts that have been experimenting with UTopia and have developed some interventions to get the work done. He said there is a desire for training by people who have been entering data and how they implemented it in a large, medium, or small-sized district. There are some effective practices that might help districts struggling to complete data entry. Marty said adult education has been talking about having a director and UTopia administrator meeting in January.

Director and UTopia Administrator Meeting Scheduled

Dave Harlan was able to schedule the Nebo Center for January 22, 2008 with access to 25 computers. During the meeting Marty made the following assignments for agenda items for that meeting.

- Kate Diggins and Katie Jensen were assigned to discuss how their programs input data.
- James Andersen was assigned to share how a large, urban district handles UTopia.
- Loma Prince was assigned to share how a middle-sized district manages UTopia.
- Dennis Crane is going to discuss a rural-sized district, and how his people manage
 UTopia.

Brian Olmstead was assigned to discuss Corrections and data entry strategies.

Toni directed attention back to transcripts and shared a program's concern of entering information into the grid. The transcript reports are in a grid format with four quarters. A student has various semesters and the report cannot be standardized. The group recognized there is a transition period for programs getting used to something different. Comment was made that possibly some training in entering transcripts would alleviate confusion in interpreting and recording them.

Other Items Discussed

- Program accreditation—all programs have to be accredited by 2010.
- Annual Evaluation—program monitoring schedule is ongoing.
- CASAS certification is ongoing, BEST test recalibration is on-hold right now. We have moved to August 2008 with the stipulation that program directors will have program staff recalibrated with BEST testing.
- Data quality checklist is ongoing.
- State plan extension—Marty has approval from OVAE.
- Desk monitoring, moving forward.
- GED testing site audits are ongoing.
- New application process (RFP) completed. The actual application will be modified before we have another competition.
- Performance measures and assessment policies have been updated and are ongoing.

- TABE training with trainers— still pending. We did the initial TABE training and now have information from CTBMcGrawHill. We can do our own TABE training of "Train the Trainers".
- Data interpretation will start in March 2008 at our directors' meeting.
- Program specific training on assessment tools may be an issue for programs to train their own people as well as the state office offering training so this is still pending.
- Program size, intensity and duration still needs to be a discussion item.
- Data match—we have yet to do a data match.
- USBCT was terminated as a requirement for adult education students.
- High school and adult high school credit standards-still pending.
- CAELA training-we are part of the CAELA project. We are conducting the "Trainer of Trainers" training. Regional teacher trainings with follow-up by the trainers are scheduled for this January.
- Standards and Best Practice are still pending. We are still working on distance learning and describing what that looks like. Five programs are currently beta testing distance learning.
- Research Based Curriculum Training-we have done nothing with this.
- Partnerships-we are looking to enhance our state and local working relationships.
 We have developed public relation materials. DWS wants to have a huge push with

- A PSA in English and Spanish has been completed but it is not productive at this point in time.
- WEEDA has been reorganized and we are still looking at the ramification from that.
- Youth Vision partnership with DWS is ongoing.
- Council to Council, DWS, and Basic Education has been initiated and is ongoing.
- FERPA exchange of information has been initiated and should be ongoing.
- USOE internal PR—we are working on that.
- Meeting with the Superintendent and Board—we have had one meeting this last year. It is still important, so we will keep it on the list of things to do.
- Legislature is ongoing.
- PSA Factsheet and Fingertip Facts are ongoing.
- We have done nothing with the CMAC committee.
- Curriculum meetings with curriculum department—moving forward.
- Curriculum link with adult education website. We are linked through UEN.
- Special Education—we have an ongoing strong relationship with the transition specialist in the special education department ensuring our policies and services meet the needs of persons with disabilities.
- E-committee/Choices—it is part of the WEEDA committee and it is ongoing.

- Highlight students 4 times yearly—this has not been ongoing.
- Interface with the electronic high school. We need to make the effort to interface the electronic high school website into our website as another option for adult learners.
- Curriculum in-services—ongoing. Nate will do inservices as needed. The question becomes what is the role with UEN and Adult Education. What is their role and responsibility to curriculum? Their role is to support adult education. The question also becomes what is the role of UEN advocating within the community and networking within the community. I think that is something that we haven't established or defined. We haven't redefined the organization and the focus of UEN with adult education. This is an issue that needs attention.
- DWS-WEEDA—we are talking about higher education and vocational education and what is our responsibility with this. It is still real questionable. When WEEDA talks they talk K-12 public education they do not talk adult education.
- DWS-State Council to Council—we are involved and I think it is important that we stay involved. We are meeting with DWS on "one stop issues." We are meeting with the regional councils.
- Vocational Rehabilitation— we still need to work with vocational rehabilitation pathways.
- Special populations—policy on accommodations for special populations is taken care
 of. Programs have pertinent information. There is still a lot of gray area. People with

disabilities do have accommodation rights that we are required to provide. There is still work that has to be done.

- Direct & Equitable Access and Funding—application process is in place. Our state application has been completed.
- High school education/adult education credit alignment—it is very important because
 it is equitable access providing standardization.
- Professional development—we have done very little professional development. This still needs to be a focus. We do not have a professional development plan in place as of yet.
- Grant writing training-we have had some requests to provide grant writing training.

 You also have a list—Future Focuses on the National Level and the Local level. I think those issues need to be brought into whatever this consortium states or feels is our future focus of adult education.

Murray: Is there anything in the state plan that you do not agree with or is there something that should be in there that isn't.

James: Allocating teachers that work in Adult Education in terms of licensure and endorsement. I think it has got to be a timing thing. Maybe we should leave it on there and wait for better timing. We need an endorsement for teachers working solely in adult education. Let's leave it on the strategic plan so we don't lose track of it. I think the number one thing is to continue implementation of UTopia.

Murray: I will not drop the teacher licensure until we get a wrap on this. I will put our action as to revisit this topic in November 2008. Is there anything else we want to add into UTopia that is missing or alter what is there?

James: I think of all of the high school seniors this year that aren't going to graduate. Is there the possibility of downloading transcripts of those students from local school districts into UTopia?

Marty: Right now there is not.

James: If it could be a topic of discussion I would like it be like the teacher certification. It would save a lot of hassle.

Murray: Is there anything regarding GED testing that we can be of greater service?

Loma: When the GED testing centers are evaluated, they need to be evaluated.

OVAE has given us (programs) intensity/duration requirements. Are you asking the GED centers to meet the needs of the community? If they are just doing day time testing then they need to be graded down. The GED centers need to have a time during that month that students can go at night or on weekends and it needs to be part of their evaluation.

Murray: The GED testing environment is totally independent from any adult education program. Are you suggesting that I do some evaluation of GED testing sites? 90% of the GED testing sites are controlled by post-secondary education. I do not have the jurisdiction to impact change. I do try to point out the benefits but that is all I can do. GED testing numbers are down. We can create a survey of our adult education programs to see if

our clients are experiencing any difficulties in accessing the GED testing sites due to hours of operation. We can then take that information to the sites or one step further to legislation for request of funds.

James: The GED testing sites have never approached me to let me know what their hours of operation are. Signs or posters with the testing site address and hours of operation would be helpful if they were given to us to post.

Dennis: Is there anything we can do about the fees?

Murray: No. Nationwide we are on the low end of the average for fees.

Dennis: Would it be illegal for me to pay for the GED?

Murray: Not at all.

Marty: If you have a person who is an enrollee and working really well that does not have the funds, you can offer a scholarship.

Loma: Maybe we need to approach the legislature and see if they could drop the fee for GED testing in the State of Utah. Think what that could do to help.

Dennis: There needs to be more advertisement that a GED is not a diploma.

Shauna: To add to UTopia. I think it was beneficial to run the mid-year report. I think that helped people see where their programs are at. I think it is really critical this year that we run a report next month from UTopia. I have a concern that people are not realizing that come the end of July, what they put into UTopia is what they get.

Marty: We will continue this discussion in January

Murray: In closing, please continue to look over the strategic plan. If there are items that still need to be addressed, send an email to Marty.

Marty: This discussion will also be continued in February. I hope that you feel this meeting has been productive. I want to hear your feedback; "the good, the bad, the ugly." Your support will help us move adult education in Utah forward.

Adjourn.